

## **POLICE CAPTAIN STUDY GUIDE**

A written examination for the class of **POLICE CAPTAIN** to be administered in **MONROE** on **MARCH 21, 2017**, will consist of approximately **100** multiple-choice questions. The examination will test your knowledge in the following subject areas:

| <b>SUBJECT AREA/KNOWLEDGE</b>  | <b>APPROXIMATE<br/>% OF EXAM</b> |
|--|----------------------------------|
| <b>POLICE SERVICE MANAGEMENT</b><br><br>Knowledge of the principles of effective police service management, involving management theory; planning and organizing departmental operations; personnel management; information management; and the general care and maintenance, and the general care and maintenance of equipment, property, and supplies. | 19.0%                            |
| <b>SUPERVISION</b><br><br>Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates; to resolve conflicts; and to maintain discipline.   | 32.0%                            |
| <b>PUBLIC RELATIONS</b><br><br>Knowledge of effective public relations practices which foster a positive public image of the department through contact with the media, other agencies, and the public.  | 7.0%                             |
| <b>LAW ENFORCEMENT</b><br><br>Knowledge of law enforcement operations, including patrol, traffic, criminal investigation, court testimony, and jails in order to perform and supervise subordinate employees.  | 42.0%                            |

## **REFERENCE LIST**

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

### **PRIMARY REFERENCE MATERIAL**

**EFFECTIVE SUPERVISORY PRACTICES/Better Results Through Teamwork**, 777 North Capitol, Washington, DC 20005, 4th ed, 2005. (NOTE: May also be obtained through **LSU Firemen Training Program**).

**SUPERVISION OF POLICE PERSONNEL**, Iannone N. F., Pearson Education, Upper Saddle River, NJ 07458, 8th ed., 2014.

**POLICE FIELD OPERATIONS**, Adams, Thomas F., Prentice-Hall, Pearson Education, Inc., Upper Saddle River, New Jersey, 07458, 8th ed., 2014.

**O'HARA'S FUNDAMENTALS OF CRIMINAL INVESTIGATION**, Woods, DeVere D., Charles C. Thomas Publisher (Bannerstone House), 2600 South First Street, Springfield, IL 62794-9265, 8th ed., 2013.

**STREET SURVIVAL/Tactics For Armed Encounters**, Adams, Ronald J., et. al., Calibre Press, Inc., 666 Dundee Rd., Suite 1607, Northbrook, IL 60062, 1980, 1st ed., (Fifth Printing/May 1982).

**POLICE ADMINISTRATION**, Wilson, O. W. and McLauren, Roy C., McGraw-Hill Book Co., New York, N. Y., 5th ed., 1997.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.